

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**January 10, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 10, 2019, at 6:17 pm in the Community Room of the Library.

The following Trustees were present: James Widmer, Maryanne Laubner, Jane Held, Margy VanLerberghe and Kevin Francis. Larry Hattan was not present. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager. Members of the Board of the Friends of the Ida Rupp Public Library Tim & Judy McKenna and Lynne Kroeger attended.

Public Comments/Correspondence

James Widmer read three thank you notes the Board received from staff members Lindsay Faust, Lynn Labick, and the Erie Islands Library for the Christmas gifts received from the Board.

Approval of the Minutes

Minutes from the December 13, 2018 regular meeting were presented.

**Maryanne Laubner moved that the minutes of the December 2018 meetings be approved as submitted. Margy VanLerberghe seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month:
  - Susan Foster, 34 years
  - Terri Winke, 20 years
  - Karen Wilhelm, 8 years
  - Alana Magrum, 7 years

Review, Discussion, and Approval of Financial Report

The Financial Report was distributed, reviewed and discussed as follows:

Revenue:       \$ 65,144.87

Expenditures: \$134,021.32

Salaries	49,536.10
Employee Fringe Benefits	11,813.90
Supplies	3,997.62
Purchased/Contract Services	7,524.57
Library Materials	59,386.13
Capital Outlay	0.00
Other Objects	1,763.00
Contingency	0.00

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Year-to-date expenditures are running at 83.919% of budget.

The 10-Year Forecast was provided to the Board. Changes since last presentation to the Board in July 2018 include changes made July – October to the 2019 budget and corrections to faulty Excel formulas to improve consistency.

**Kevin Francis moved to accept the financial report and approve expenditures. Maryanne Laubner seconded. Motion carried by voice vote.**

Donations to the Library since the December meeting totaled \$725. To date, donations received in memory of Joan Loeffler total \$1,925.

Director's Report

Ms. Faust highlighted several items from her written report:

- Erie Islands Library has added a new staff member in 2019 in Kim Pugh. Ms. Pugh is filling the vacancy created when Kathleen left the island for the season last fall.
- In response to a payment dispute brought by a presenter, the management team undertook to revise the Presenter procedures and add a step to close the information loop. Previously, word of mouth was relied upon to know when a program or session was held. A new sign-in form was created and will be used at all paid presentations to ensure proper and timely payment.
- The fireplace at Marblehead Peninsula Branch Library is causing frustration for the management team. Multiple contractors have been brought in by Jennifer and Jan with no resolution yet. Another contractor is scheduled for next week and is an authorized dealer/repairer for the brand of fireplace installed.
- Jan and Lindsay will begin the process of hiring a backup custodian for when Stasia is on vacation or ill. When the previous backup custodian resigned, Dust Bunnies was brought in to fill the role. However, the lead time that they request and the fact they will not clean on weekends has been problematic on more than one occasion.
- The book clubs have been reviewed in response to both a patron survey and staffing constraints. Most remain the same but the Friday Morning Book Club has been transitioned to the Tuesday Morning Book Club and its location has been moved to R Coffee Corner beginning in February. The change is an attempt to pull in new individuals who can enjoy the discussion, drinking coffee and supporting a local business.
- The main sewer line has needed to be jetted again – the second time in just over a month. Adkins Sanitation ran a camera through the line and reported no breaks but scaling is causing wipes and feminine products to snag and create a blockage. A temporary solution is to put signs in the restrooms asking for patrons' assistance by not flushing these items. Jan is looking into having the pipes descaled.
- The Strategic Plan will begin again when weather improves. The state will be coming back to do a focus group of Port Clinton residents. Raw data was received from the November focus groups but final results will be later this spring.

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Advocacy

Ms. Faust presented an article published in the December 2018 on the website www.LibraryJournal.com which gave an overview of how Library ballot issues fared in the mid-term elections. The website followed 79 elections of which 48 (72%) were successful. In Ohio, 24 of 25 ballot issues passed with an average approval rate of 64.5%. A review of the results of the Ida Rupp Public Library replacement levy followed. The levy passed with 73.18% of the voters for the levy. No precinct was against the measure as the lowest “for” rate was 61.73% in Erie Township. The highest support was in Port Clinton 1A at 81.61% in favor of the levy.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

No Report

Building and Grounds

No Report

Audit

No Report

Items for Discussion:

- Ms. Faust presented the Board with a proposed revision to the meeting room policy in order to reflect what is actually being done at the Marblehead Peninsula Branch Library. The following wording would be added to the policy:
  - Due to reduced service hours meeting rooms may be used prior to business hours at the Marblehead Peninsula Branch Library when staff are already scheduled and with the approval of the Branch Manager.

**Jane Held moved that the Board approve the policy as presented. Margy VanLerberghe seconded. Motion carried by voice vote.**

**At 6:45 pm, Margy VanLerberghe moved to go into executive session to consider the appointment of a Library Board member. Kevin Francis seconded. Roll call vote: Ayes – Widmer, Laubner, Held, Francis and VanLerberghe. Motion carried.**

The board reconvened in regular session at 7:02 pm.

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**There being no further business to come before the Board the meeting adjourned at 7:04 pm on a motion by Jane Held and a second by Kevin Francis. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer